



Face to Face Lobbying Basics

At home

1. Call or email to set up an appointment over coffee – lunch, etc.
2. Do not expect to meet once to have all your views heard. Two or three meetings will likely be needed. (Remember, you are building a reputation)
3. Always refer to him or her as Representative (last name) or Senator (last name) unless you know the legislator extremely well. (Using this title lets them know you want to talk business)
4. Give the legislator some background info on you if they do not already know you. Be sure to include why you are passionate about the bill you want him or her to support or kill.
5. Be respectful of his or her time. (Ask when they will have to leave)
6. Thank him or her for a vote made in the past that you liked. (Flattery helps!)
7. Give them a copy of a fact sheet you can go through together (make sure it is professionally done and includes proper citations). Take your time and explain your issue.
8. Ask them if they have questions about your issues and if you can answer them, do, if not DO NOT ANSWER THEM. Get the information requested and send it to them within 24 hours
9. Be as detailed as you can with your ask. (Will you vote for or against HB 163 – Cancer Control Act) If you do not like his or her answer, give more information and dispel rumors.
10. Thank him or her for meeting with you and shake hands. Then follow up with another thank you via email, again asking if there are questions.

At the Capitol

1. You have two minutes to get his or her support (Practice your elevator speech on your issue)
2. Send a note from the lobby to your legislator on the floor. He or she will come out when it is appropriate to do so. It could take an hour for this to happen. Be patient.
3. Shake hands and introduce yourself. (Be sure to call them Senator or Representative (Last Name) it tells them you want to talk business.
4. Give them a fact sheet on your bill with your exact position on the top of it and supportive info below that.
5. Ask how well they know your bill and ask if they have questions. Answer them if you can. If not make sure to remember them and find answers and email them as soon as you can.
6. Ask him or her if they will vote for or against your bill and why
7. If they are against you, do the best you can to give additional supportive info.
8. Hand him or her an additional fact sheet of supportive info, if you have one.
9. Thank him or her for taking the time to visit with you.
10. Write a follow up email thanking them for talking with you and answering any questions raised and providing additional information. If he or she votes your way, thank the Legislator via email, or not express your disappointment.